



Virginia Department of Small Business and Supplier Diversity

Micro Business – A New Certification Category

Why Micro Business Certification:

Effective October 1, 2014, all state purchases under \$10,000 shall be set aside for micro-businesses when the price quoted is fair and reasonable. If your firm is not certified as a Micro Business by the bid or proposal due date, you cannot participate in these procurement opportunities.

Micro Business Qualification:

1. You must be a certified **Small** Business under the SWaM Program
2. Your firm with all its affiliates has no more than twenty-five (25) employees
3. Your firm with all its affiliates has no more than \$3 million in average annual revenue over the most recent three-year period

How to Apply for Micro Business Certification - **There are two methods:**

1. As part of your application for SWaM certification or recertification:

When filling out the required "Owner Title Sheet", check "yes" to indicate that you also want to apply for Micro Business status.

2. Complete the online "Micro Business" application form that includes uploading one PDF file that contains all required supporting documents (see below for sample application):

Required supporting documents:

1. Federal Form 941 (Employer's Quarterly Federal Tax Return): the first page from the most recent **four quarters** if your company has employees
2. Federal Tax Return: the first page showing the annual gross revenue from 2013, 2012, and 2011, or Schedule C from "Personal Tax Return"
3. For new businesses or businesses that have no employees, please submit a signed statement of explanation
 - You will need to **scan and upload** the required supporting documents into **one PDF file**
 - The file size must be less than **4 MB** or your submission will not be accepted by the system.

To reduce the size of your scanned documents:

- Scan the documents as "File" or "Document" – not "Image" or "Picture"
- Scan File in Black and White
- Reduce the "Resolution" from 300x300 dpi to 100x100 dpi

Please gather all required documents prior to applying online. If you stay online in the system too long, the system will time you out and disconnect you from the server (You will be working on your computer screen and not linked to the system).

[Here](http://vamba.binaryfountain.com/vendor/vendor-certification/mba) is the link to the online form: <http://vamba.binaryfountain.com/vendor/vendor-certification/mba>.

Virginia Department of Small Business and Supplier Diversity
Micro Business Application

If you have any questions, please contact our customer service at 804-786-6585.

Online Form

Company Name *

Address *

Online Form

Company Name *

Address *

Federal Tax ID *

9 digits, no "-"

Certification No *

Contact Person Name *

For Public Directory

Business Telephone Number *

Business Email Address *

Information About The Business

Please select your job family *

You can select any "Job family" to view the list of "job type" to decide which "job family" is most appropriate for your business

Building Construction

Click on drop-down to open the next two fields

Please select your job type within your job family

General Contractors

If your job type is not found in above list, please enter it here

If no "job type" or "job family" found on the lists, use this field to list your job type

Number of Employees	
Quarter 3 - July to September, 2014	Enter "0" if you have no employee
Quarter 2 - April to June, 2014	
Quarter 1 - January to March, 2014	
Quarter 4 - October to December, 2013	

Gross Revenue in Dollars	
Year - 2013	Enter "0" if no income, do not leave it blank
Year - 2012	
Year - 2011	

Upload the Document

Gather the following required documents:

Federal Form 941 (Employer's Quarterly Federal Tax Return) – 1st page from the most recent four quarters if your company has employees

Federal Tax Return – 1st page from the most recent three years

Scan the required documents into one PDF file. Name the file in this format: Barcode(6 digits of your certification number-DOC)_1.pdf Example: Barcode(004566-DOC)_1.pdf

The file size limit of the pdf is 4M. If your pdf is larger than 4M, your submission will not be accepted by the system.

Upload document **To reduce the pdf size, you should**

PDF only **1. scan the documents as "File" or "Document" - not "Image" or "Picture"**

2. scan file in black and white

3. reduce the "Resolution" from 300x300 dpi to 100x100 dpi

Browse...

Submitted By

☐ I attest that the information provided herein is true and accurate to the best of my knowledge. I understand that any information willfully falsified or intentionally omitted may result in the firm being de-certified and/or disbarred from bidding on State contracts for a period of up to two years and prosecuted under Commonwealth of Virginia fraud statutes. (Administrative Code 7VAC10-21-520) *

Submit

If the submission is accepted, you will see the following message on your screen after you clicked on the “Submit” button: *“Your application for Micro Business Certification is successfully submitted.”* Please print it out for your record.

We will review your submission and email you if your firm meets the definition of this new micro-business designation.

This is a wonderful opportunity to enhance our small business participation in the state procurement environment and we look forward to your response. If you have any questions, please contact our customer service at 804-786-6585.